

## **INSTRUCTIONS FOR APPLICATION FOR LIST OF FREE OR REDUCED COST ATTORNEYS AND ADVOCATES**

**PURPOSE:** As the designee of the Superintendent of Public Instruction, the Office of Administrative Hearings (OAH) considers that the primary purpose of the list of attorneys and advocates is to help the parents of children with exceptional needs to locate free or reduced cost representation in the preparation for special education due process administrative hearings.

**INCLUSION ON LIST:** OAH will include on the list all persons and organizations that provide the basic information required in the application and that certify that they provide free or reduced cost representation within the meaning of Education Code section 56502, subdivision (h).

**APPLICATION PROCESS:** In completing the application, indicate the organization and/or person whose name will appear on the list. Organizations should designate a contact person. Also include all pertinent contact information, including street and email addresses and phone and fax numbers. The application contains a designation entitled “Geographical Area Served.” This allows the applicant to specify the area served, such as “Northern California” or “Southern California.” The application also contains a designation entitled “Student Population Served.” This allows the applicant to specify the exceptional need for which the organization and/or person specializes, such as “autism” or “deafness.” It is not necessary to complete each request for information on the application. OAH will accept and process an application even though the organization and/or person does not have a website or email, or designate a geographical area or student population served.

**LIST UPDATES:** OAH seeks to keep current the list of free or reduced cost attorneys and advocates. Thus, if there is a change in the name or status of the organization or person, such as a different address or new phone number, OAH requests that the party submit a renewed application. In addition, each July on its website, OAH will post an announcement requesting organizations and persons who are on the list to renew their applications for inclusion on the list.